

February 17, 2016

The Board of Commissioners held its Regular Meeting on Wednesday, February 17th, 2016 in the Forand Manor Conference Room at 5:00pm for the following reasons:

1. Meeting Called to Order

2. Roll Call

3. Presentation of Award – Community Youth/Elderly Assistance

4. Resident/Community Concerns or Comments

5. Approval of Minutes of Previous Special Meeting of October 7th, 2015 & Previous Meeting minutes from January 27th, 2016

6. Executive Summary

- Grant Funding Update**
- Pest Control**
- Modernization and Funding Obligation Updates – CFP**
- Resident Services Update**
- Upcoming Conferences - NAHRO/NERC/PHADA**

7. Consent Agenda – Department Reports

- Financial Management**
- Housing Management**
- Leased Housing**
- Resident Services**
- Maintenance**

- 8. Smoking Policy – Discussion of possible changes**
- 9. Public Housing Preferences – Homeless Veterans – Discussion**
- 10. Section 8 Centralized Waitlist**
- 11. Emergency/Snow Policy – For discussion and Possible Approval**
- 12. Discussion on Distribution for Review and Approval of New Upcoming Policies**
- 13. NERC Scholarship – Distribution of Information**
- 14. Annual Dinner – April 20, 2016**
- 15. Adjournment**

The meeting was called to order at 5:10pm by Chairman Flynn.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present	Absent
Cornelius Flynn, Chairman	Lucia DeGamma-Therriault,
Commissioner	
Paul Charette, Vice Chairman	
Gladys Burns, Commissioner	
Jackeline Parra, Commissioner	

Others in attendance

Tina Sullivan, Executive Director

Bridgett Duquette, Finance manager

Paula Llera-Delgado, Administrative Assistant

Denis Constantineau, Wilfrid Manor Tenant

Presentation of Award – Community Youth/Elderly Assistance:

Executive Sullivan explained that Mayor James Diosa handed out (3) citations to Central Falls local teenagers for assisting a Forand Manor resident while he was feeling ill at the local store and was not able to walk back to the housing. The three teens assisted the resident and made sure that he made it home to the high rise. The three teens are known as Ginari Rivera and Euincy Rivera of CF High, and Justina Gonzalez of Calcutt. Executive Director Sullivan recognized each one with a gift bag which consisted of a new kindle which was donated by a vendor of the housing authority.

Resident/Community Concerns or Comments:

Chairman Flynn asked if there were any resident comments or concerns. There being no further questions or public comment Chairman Flynn moved to the next item on the agenda.

Approval of Minutes: October 7th, 2015 (Special) & January 27th, 2016 (Regular)

Chairman Flynn asked if there were any questions or concerns regarding the regular meeting minutes and of the previous special meeting minutes. There being no further questions or concerns, a motion was made by Vice Chairman Charette to approve both meeting minutes, the motion was seconded by Commissioner Burns and carried by all present.

Executive Summary

Executive Director Sullivan provided the BOC with a monthly update of all departments as well as Grant Funding, Pest Control, Modernization & Funding, Resident Services, and all the upcoming conferences/trainings.

Executive Director stated there is one new pest infestation reported this month, weekly inspections by A&D are ongoing. Unit turnovers YTD are 10.

HUD has some new regulations including Fair Housing being introduced this fiscal year, along with random auditing of PHA'S

Executive Director Sullivan explained that Section 8 continues to issue vouchers. The section 8 manager Viana DeCastro continues to attend the NTF Committee Meeting (Nuisance Task Force) Meeting monthly, which has created a good working relationship.

The Housing Authority, Blackstone Valley Health along with the City of Central Falls is applying for a grant offered through Mutual of America which needs to be completed and submitted by April 1, 2016.

The grant monies if awarded will consist of a city wide partnership, as well as include a full time position of a Certified Health Coach in house and a team of medical officials which will work along with the RSC as part of a multidisciplinary team.

The food on the Move is successful and has been in the housing a couple of times a month, and the residents have given positive feedback. Executive Director Sullivan explained that the RSC continues to meet with the residents at both buildings on a regular basis, and is looking to widen her resident data base.

CFHA is still waiting for a response from the city regarding the CDBG via the city.

Executive Director Sullivan explained that she is focusing on employee trainings this year, and has been meeting with the department managers as well and other staff members to go over job descriptions, and reports. Currently a RFP has been drawn up along with partnering with Pawtucket Housing to have computer trainings in

house for all employees pertaining to the computer software.

A physical needs assessment is in the process of being completed, this is required every 5 years per HUD guidelines. A RFP for the parking lot/curbing repairs will be in process early spring as well as the washing/painting and sealing of the Forand Manor building/Annex side.

HAI (Housing Authority Insurance is now offering free cyber liability insurance to the housing authority

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions or concerns Chairman Flynn asked for a motion to approve. Commissioner Burns made a motion to accept the Executive Summary, seconded by Commissioner Parra and passed by all.

Consent Agenda

Executive Director Sullivan provided department reports which consisted of Financial Management, Housing Management, Leased Housing, Resident Services, and Maintenance & Modernization. Executive Director Sullivan stated that all departments are running smoothly. She has met with every department manager and will be holding each department accountable for completing and submitting reports on time.

YTD expenditures are on target with the budget per the fee accountant, and states there are no concerns at this time with the financials of the housing.

Chairman Flynn asked if there were any questions, comments or concerns regarding the Consent Agenda. There being no questions or concerns Chairman Flynn asked for a motion to approve, Commissioner Parra made a motion to accept and approve the consent agenda, seconded by Vice Chairman Charette and passed by all.

Smoking Policy-Discussion of possible changes:

Executive Director Sullivan provided the current smoking policy as well new data that she recommends to be added to the current policy which includes marijuana and electronic cigarettes. Attorney Marcaccio explained in great detail state and federal laws regarding marijuana. State Laws are significantly different from Federal Laws. HUD does not recognize Federal Law which could be an issue in the future. Attorney Marcaccio recommends that the BOC agree on

incorporating the new data into the current smoking policy as illegal use of marijuana. Executive Director Sullivan will introduce this to PHARI at her next meeting to get feedback from the other 25 housing authorities. The board anonymously agreed with the attorney and the Executive Director to add the addendum to the PH lease

Public Housing Preferences-Homeless Veterans-Discussion:

Executive Director Sullivan explained that HUD is pushing for homeless vet housing. Executive Director recommends that the board of commissioners agree to add this preference to the CFHA policy. HUD requires certain criteria to be met by the homeless in order to receive housing. After much discussion the board of commissioners agreed to move forward and add the homeless vet to the housing preference list.

Executive Director asked the board for approval to switch line item #12 to #10 due to the discussion of policies, the BOC agreed to switch line items.

Discussion on Distribution for Review and Approval of New Upcoming Policies

Executive Director Sullivan explained that she has aggressively been working on several of the PH policies. Executive Director Sullivan would like to incorporate all the individual policies into the (ACOP) all

the policies must be posted for 30days in house prior to board approval. The board will receive all the policies at least 30days prior to the board meeting for review. The BOC agreed to incorporate all the updated policies as one complete ACOP.

Section 8 Centralized Waitlist:

Executive Director Sullivan explained that PHARI (Directors Association) would like to incorporate a statewide section 8 waiting list for all housing authorities. The only housing authority that was not on board was Rhode Island Housing. Support from the Governor Gina Raimondo of RI for funding and as well as outreaching to RI Housing to discuss being a partner on board with the statewide section 8 waiting lists. RI Housing has been in contact and the only way they would agree to be on board is to be able to administer the process of the waitlist, and the estimated cost of that would be \$1500.00 which would be cost effective to the CF housing authority along with all of the other 25 housings.

Emergency Snow Policy-Discussion & Possible Approval:

Executive Director Sullivan provided a new Emergency Snow Policy to the BOC. The policy pertains to adverse weather conditions or other emergency situations that pertains to each employee.

If an emergency/snow situation occurs and the office is closed, and the employee is not asked to report to work, they will not be required to use vacation, comp or sick time. Maintenance staff and administrative staff are called in by the Executive Director or designee, regular pay and one hour of comp time for each hour worked during normal department business hours, and comp time, as it is not to exceed the amount approved in the personnel policy. If any employee has filled out a request to leave form on the snow/emergency day, and the office is closed the the time will be required to be deducted from the time accured. Executive Director Sullivan explained that if any employee feels that they can't make it to the office during this incliment weather and the office is open then the employee must use the time that has been accured. If no accrued leave is available, the time will be unpaid. Also, if any non-essential employees feels they are unable to get into work due to the weather conditions they may take vacation, personal or compensation time for the day and must notify their supervisor in advance.

Any employee who is deemed essential and required to stay past

their shift or must report to work during non working hours will receive overtime for hours worked outside a regularly scheduled shift or may substitute for comp hours not to exceed the amount approved in the CFHA Personnel Policy.

After much discussion Chairman Flynn asked if there were any questions, comments or concerns regarding the Emergency Snow Policy. There being no questions or concerns Chairman Flynn asked for a motion to approve, Commissioner Burns made a motion to accept and approve the policy, seconded by Vice Commissioner Parra and passed by all.

Executive Director Sullivan provided the BOC with a copy of the NERC Scholarship form, and also provided an update on the Annual Dinner will be April 20, 2016 and will be held at the Checker Club.

Chairman Flynn asked if there were any further business to discuss, there being no further business, questions or concerns to come before the board, a motion was made by Commissioner Parra and seconded by Vice Chairman Charette to adjourn the meeting at 5:25 pm. The motion was carried by all.